

## **DISTRICT ATTORNEY INVESTIGATOR V**

### **DEFINITION:**

Under administrative direction, to plan, coordinate, and direct the activities of an investigative division in the District Attorney's Bureau of Investigation and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

This class is allocated only to the District Attorney's Office. Incumbents are sworn peace officers with law enforcement duties. The District Attorney Investigator V class is a second-level supervisor responsible for managing the overall activities of an investigative division comprised of several investigative units. This class is distinguished from District Attorney Investigator IV class by its division head responsibilities. It differs from the next higher classes, Deputy Chief Investigator and Assistant Chief Investigator, in that the latter are responsible for managing several divisions and for formulating policy and assisting in the overall management of the Bureau of Investigations. The District Attorney Investigator V reports to either a Deputy Chief Investigator or the Assistant Chief Investigator.

### **EXAMPLES OF DUTIES:**

Plans, directs, organizes, coordinates, and evaluates the activities of an investigative division comprised of several investigative units providing support to Deputy District Attorneys in the prosecution of a wide range of criminal cases; analyzes, recommends, and implements policy and procedures related to a wide range of criminal investigations; assigns, supervises, and evaluates the work of subordinate staff; prepares technical and management reports; coordinates investigative operations with internal and outside agencies; interprets and implements Federal and State directives; confers with a Deputy Chief Investigator or the Assistant Chief Investigator to determine general program policy relating to investigations; develops and establishes division goals and objectives; advises and makes recommendations to a Deputy Chief Investigator or the Assistant Chief Investigator on division matters; reviews and provides input on the division budget and staffing levels; acts in the absence of a Chief Investigator or the Assistant Chief Investigator; and performs special investigations or projects as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough knowledge of:**

- Principles, methods, and techniques of investigation including the collection, preservation and presentation of evidence, basic identification techniques, and methods of operation.
- Laws of arrest, search and seizure, rules of evidence, and courtroom procedures.
- Principles and practices of supervision and training.
- Interviewing and interrogation techniques .
- Principles and theory of public administration including general administration, human resource management, fiscal management and accounting.
- Methods and use of scientific investigation equipment.
- General Management System (GMS) in principle and practice.

**Skills and Abilities to:**

- Plan, organize, direct, coordinate, and evaluate the investigative activities of a complex, specialized division.
- Review, assign, and evaluate the work of subordinate staff.
- Develop and implement policies and procedures relating to division investigation activities.
- Establish and direct training programs for subordinate staff.
- Prepare, review, monitor, and evaluate comprehensive investigative reports.
- Identify and resolve operational problems.
- Perform highly sensitive and difficult investigations.
- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with county staff, representatives from other agencies, and the public.
- Present evidence in court.

**EDUCATION/EXPERIENCE:**

Education, training and/or experience, which clearly demonstrate possession of the knowledge and skills stated above. Examples of such education/experience are: Completion of a California P.O.S.T. or federal law enforcement academy, AND:

1. Two (2) years of experience as District Attorney Investigator IV with the County of San Diego; OR,
2. Five (5) years of experience performing complex criminal investigations of a sensitive and confidential nature for a law enforcement agency, three (3) years of which must have included managing and administering investigative activities and staff.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:****License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

**Certificate:**

Must possess a valid California Advanced P.O.S.T. Certificate, or a certificate from a federal law enforcement academy of ten weeks or longer.

**Peace Officer Provisions:**

1. Appointees enter the County Retirement System as a Safety Member and are not under Social Security.
2. Appointees are "Peace Officers" as defined in Section 830.1 of the California Penal Code for the purpose of carrying out the duties of their employment, and as such will be required to purchase and carry a firearm, holster, and handcuffs.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS (Cont.):****Working Conditions:**

May be required to perform investigative duties and assignments during irregular work hours.

**Medical Exam:**

Prior to appointment, candidates must be found by a licensed physician, to be free from any physical, emotional, or mental conditions, which might adversely affect exercising the powers of a peace officer. Employment offers are contingent upon passing a rigid medical examination and a psychological evaluation. Vision must be at least 20/100 in each eye, correctable to 20/30 or better.

**Background Investigation:**

Appointees must have a reputation for honesty and trustworthiness and will be subject to a thorough background check. Felony convictions are disqualifying. Misdemeanor convictions may be disqualifying depending on number, severity, and recency.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).